

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0234469	10. Budget Program Number 23942	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Executive	
3. Division East Region			12. Proposed Class Title	
4. Section Program and Services Integration		For  Use  By  Personnel  Office	13. Allocation	
5. Unit			14. Effective Date	
6. Location (address where employee works)  City County			15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is a professional management work to direct and oversee the implementation of the vocational rehabilitation (VR) program at the local unit level. The VR program provides comprehensive services to empower people with disabilities to achieve employment.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name: Vacant Title: East Region Program Administrator Position Number: K0225514

Who evaluates the work of an incumbent in this position?

Name: Vacant Title: East Region Program Administrator Position Number: K0225514

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This is a professional position, supervised by the Regional Program Administrator. Work is done independently with minimal monitoring by the Regional Program

Administrator.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
30	E	<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> <li>• Comply with the Kansas Rehabilitation Services (KRS) professional conduct expectations.</li> <li>• Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;</li> <li>• Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities;</li> <li>• Ensure that all KRS programs and services support customer engagement and informed decision making.</li> <li>• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;</li> <li>• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;</li> <li>• Provide excellent customer service both internally and externally;</li> <li>• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity, and follows the expectations of the RS Professional Conduct guidelines;</li> <li>• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and KRS staff;</li> <li>• Demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activation and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community; and</li> <li>• Work cooperatively with peers, staff, customers, community partners and the general public.</li> </ul> <p>This position has Vocational Rehabilitation (VR) Field Program administrative responsibility for an assigned unit. This position exercises line authority for developing and providing direct consumer services through several VR Counselors located in one or more offices within the Region. This position assists in the management of field service activities and resources. Primary responsibilities involve local implementation of major program services, such as vocational rehabilitation, transition from secondary education to post-secondary education leading to employment or direct entry into the workforce for youth with disabilities, and supported employment. This position may also be responsible for local implementation of special systems change initiatives designed to improve services and/or outcomes. This work is performed with latitude for initiative, discretion, independent judgment, and action in alignment with policies and regulations. The Regional Program Administrator provides regular feedback on the achievement of objectives, resource management, customer service, and performance of program and core competencies.</p> <p><b>VR Program Implementation:</b> Organizes the work flow of the unit, assuring timely processes for applications, eligibility determinations and development of Individual Plans for Employment. Oversees the day-to-day work of VR counselors maintaining a focus on quality of services, fiscal accountability, achievement of federal standards/indicators, and achievement of program outcomes. Provides guidance to counselors on correct implementation of federal VR regulations and Rehabilitation Services policies and procedures. Provides direction and coaching to counselors on documentation standards. Analyzes local procedures for continuous improvement. Analyzes and reports on unit-level objectives, outcomes and initiatives. Contributes to statewide policy development and process improvement teams or activities as assigned. Covers vacant/absent counselor caseloads to assure ongoing service delivery.</p>

25	E	<b>Human Resource Management:</b> Provides direct supervision to VR counselors in the unit. May also supervise vocational evaluators, rehabilitation technicians/associates, rehabilitation teachers, and/or support staff. Conducts personnel practices in accordance with State and DCF requirements to promote and support a positive team environment. Ensures competency of the staff within VR field program by identifying staff training needs and requesting appropriate in-service training. Provides direct on-the-job training/coaching for VR counselors regarding accurate and timely casework decisions regarding assessment, consumer eligibility, service planning, consumer engagement, fiscal accountability, caseload management and case closure. Guides and trains VR counselors to comply with agency standards and expectations related to documentation, outreach, customer service, and coordination with vendors or service providers.
15	E	<b>Quality Assurance and Program Monitoring:</b> Assures that service delivery practices conform to agency standards through systematic case reviews, analysis of data and trends, and case management oversight. Identifies deficiencies, and assists the unit or individual VR counselors to develop corrective strategies. Acknowledges exceptional practices. Recommends policy or procedure improvements at the state level.
20	E	<b>Financial Accountability:</b> Promotes effective and efficient management of resources through regular monthly monitoring of case service expenditures and apparent outliers. Follows through with the unit or individual VR counselors to guide their corrective actions as necessary. Reviews and approves/denies exceptions for specific services or expenditure above the counselor's spending authority. May also make recommendations for exceptions above the Manager's authority to the Program Administrator or Central Office for final decisions. Reviews the use of comparable services and benefits. Assists counselors in identifying sources of comparable benefits in order to reduce the KRS share of costs. Applies knowledge of state purchasing policies and procedures to assure that the unit maintains compliance for purchases of consumer goods and services.
10	E	<b>Community Resource Development:</b> Develops and maintains working relationships with local school districts, vendors, referral sources, and service provider agencies. Actively works to establish new or additional service provider agreements to meet the service needs of consumers and to increase consumer opportunities for choice among providers. Assists in the negotiation of specific service provider agreements. Assists in representing the agency to the public. Guides VR counselors to research vendor options to assure access to services and prudent use of public funds. May assist employers with job analysis, reasonable accommodation, and/or job modification issues.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
	Human Service Counselor	K0230377
	Human Service Counselor	K0060897
	Human Service Counselor	K0064773
	Human Service Counselor	K0228132
	Human Service Counselor	K0046974
	Human Service Counselor	K0075219
	Human Service Counselor	K0068619
	Human Service Counselor	K0129056
	Program Specialist	K0228395
	Human Service Assistant	K0046887
	Human Service Assistant	K0069969
	Human Service Assistant	K0061704
	Human Service Assistant	K0162536

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work involves frequent contact with public, regular contact with other agency employees.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

State vehicle (frequently used in field contacts)

Personal computer used daily to meet paperwork demands

Calculator used daily to monitor fiscal resources

Phone used daily to communicate with staff and others.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in planning, organizing and directing work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Prefer Master's Degree in rehabilitation counseling from a CORE accredited program or a current Certified Rehabilitation Counselor certificate. Experience in VR program service delivery preferred.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date